

Quick Notes

Issue No. 3

April 29, 2004

IP Inpatient Discharges

ED Emergency Department

AS Ambulatory Surgery

Submitting ED and AS Data

This issue of Quick Notes includes some tips to ensure accurate reporting of your ED and AS data. We have also included the proposed web entry form, file layout, and system requirements for submitting ED and AS data.

Medical Information Reporting for California (MIRCal) is a secure web-based application for healthcare facilities and/or their designated agents (vendor) to submit patient level data to OSHPD. There are two ways to submit data through MIRCal, both via the internet:

1. Using the file submission function, you will send a report that includes records of all encounters that occurred in each calendar quarter. The report must be in the OSHPD-defined fixed length file format. A condensed file layout is included in this issue.
2. Using the online record entry function, you will enter individual records directly online using the web entry form available in MIRCal. A condensed example of this form is included in this issue. Please note, this is not the actual form and should not be used for official use.

Full definitions of the mandated data elements are proposed in the California Code of Regulations, Title 22, Division 7, Chapter 10 *Health Facility Data*, Article 8 *Patient Data Reporting Requirements*. The text of regulation draft and all associated documents are available in the "What's New" section of the OSHPD website at www.oshpd.ca.gov/hid/MIRCal. Here you will also find the new (April 2004) *Format and File Specifications for MIRCal Online Transmission – ED and AS Data*. Hospitals, please note there is a difference between the current inpatient data content and the new outpatient data content. Outpatient data content is consistent with HIPAA standards.



Tips For ED and AS Data Submission

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|---|--|
| <ol style="list-style-type: none"> 1. Submission requirements include using a fixed length file format. 2. Unknown Social Security Numbers must be reported as 000000001. 3. Unknown ZIP Codes must be reported as 99999. There are no generic zip codes for homeless or foreign patients. 4. For online file submission, dates are to be reported in the CCYYMMDD format (e.g., a date of birth of 04/15/2004 would be 20040415). 5. For online web entry of individual records, dates are to be reported in the MMDDCCYY format (e.g., 04152004) 6. Service date is the "begin date" when service was provided. | <ol style="list-style-type: none"> 7. Unknown Race or Unknown Ethnicity must be reported as 99. 8. Values for Disposition and Expected Source of Payment are in the regulation definitions and on the web entry abstract reporting forms. 9. ICD-9-CM codes are to be reported for all diagnoses and external causes of injury (E-codes). The file layout allows spaces for future transition to ICD-10-CM code lengths. 10. No fields (such as diagnoses or dates) should include decimal points or any special characters. 11. CPT-4 codes are to be reported for all procedures. 12. National Provider Identifier Number is a placeholder for the future. |
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Minimum PC System Requirements for MIRCal Online Transmission

1. Access to a personal computer (with the following minimum configuration)
 - 300MHz processor, 64 MB RAM, 4 GB hard drive (at least 500MB free)
 - High speed Internet connection (preferred) or 56k modem or faster
 - Microsoft Internet Explorer version 5.0 (or higher)
 - 128-bit Secure Socket Layer (SSL). You can confirm that this component of your Microsoft Internet Explorer (version 5.0 or higher) browser is installed by opening your browser and clicking on the Help menu then on About Internet Explorer. Within the pop-up window it should state "Cipher Strength: 128-bit." This component must be installed for you to access the MIRCal system.
 - Adobe Acrobat Reader version 4.0 (or higher). This is a FREE product that can be downloaded from the Internet.
 - Virus Checking Software
 - File Compression Program. MIRCal accepts files that are 3MB or less. Data files that are more than 3MB must be zipped in order to be submitted successfully. The following compression applications are supported and can be obtained from the manufacturer's website: Winzip, Pkzip, or gzip.
- Optional
 - CD-ROM
2. Internet access through an Internet Service Provider (ISP).
3. E-mail account. MIRCal sends e-mail reminders and notices to the facility's primary contact and administrator.

Important Announcement!

With the addition of our new outpatient data collection programs, we could no longer remain as the Patient Discharge Data Section. We are now officially the Patient Data Section (PDS).

Contact Us

For questions or comments, please contact us by using any of the methods shown in the upper right-hand corner of the front page.

CHIA 2004 Convention

Visit OSHPD representatives in the exhibit hall at the California Health Information Association (**CHIA**) annual convention June 14-16 in Rancho Mirage, California. A Patient Data Section representative will be speaking at the vendors' showcase on the 15th at 3:00pm. For more information about CHIA and the conference, visit their web site at:

<http://www.californiahia.org/control.cfm>

Next Issue: Regulations

**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
EMERGENCY CARE OR AMBULATORY SURGERY DATA RECORD
MANUAL ABSTRACT REPORTING FORM**

Page 1 of 2

For use with encounter visits on or after October 1, 2004

Instructions: For a description of the data elements, refer to the appropriate section of the Patient Data Reporting Requirements
(Title 22, Sections 97251 through 97265)

A. FACILITY ID NUMBER

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B. ABSTRACT RECORD NUMBER

--	--	--	--	--	--	--	--	--	--	--

1. DATE OF BIRTH

Month		Day		Year (4-digit)			
M	M	D	D	C	C	Y	Y

2. SEX

F Female
M Male
U Unknown

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3. RACE

R1 American Indian or Alaska Native
R2 Asian
R3 Black or African American
R4 Native Hawaiian or Other Pacific Islander
R5 White
R9 Other Race
99 Unknown

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4. ETHNICITY

E1 Hispanic or Latino
E2 Non-Hispanic or Non-Latino
99 Unknown

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5. ZIP CODE

--	--	--	--	--	--

99999 = Unknown

6. PATIENT'S SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

Report 000000001(Unknown) if not reported in the patient's medical record

7. SERVICE DATE

Month		Day		Year (4-digit)			
M	M	D	D	C	C	Y	Y

8. PRINCIPAL DIAGNOSIS

ICD-9-CM CODE

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10. PRINCIPAL E-CODE

ICD-9-CM CODE

E					
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12. PRINCIPAL PROCEDURE

CPT-4 CODE

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9. OTHER DIAGNOSES

ICD-9-CM CODE

a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					

11. OTHER E-CODES

ICD-9-CM CODE

a.	E				
b.	E				
c.	E				
d.	E				
e.	E				
f.	E				

13. OTHER PROCEDURES

CPT-4 CODE

a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					

**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
EMERGENCY CARE OR AMBULATORY SURGERY DATA RECORD
MANUAL ABSTRACT REPORTING FORM**

For use with encounter visits on or after October 1, 2004

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A. FACILITY ID NUMBER

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B. ABSTRACT RECORD NUMBER

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1. DATE OF BIRTH (MMDDCCYY)

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7. SERVICE DATE (MMDDCCYY)

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9. OTHER DIAGNOSES

ICD-9-CM CODE

I.									
m.									
n.									
o.									
p.									
q.									
r.									
s.									
t.									
u.									
v.									
w.									
x.									
y.									

14. DISPOSITION OF PATIENT

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- 01 Discharged to home or self care (routine discharge)
- 02 Discharged/transferred to another short term general hospital for inpatient care
- 03 Discharged/transferred to skilled nursing facility (SNF)
- 04 Discharged/transferred to an intermediate care facility (ICF)
- 05 Discharged/transferred to another type of institution for inpatient care
- 06 Discharged/transferred to home under care of organized home health service org.
- 07 Left against medical advice or discontinued care
- 08 Discharged/transferred to home under care of a Home Intravenous (IV) provider
- 20 Expired
- 43 Discharged/transferred to a federal hospital
- 50 Discharged home with hospice care
- 51 Discharged to a medical facility with hospice care
- 61 Discharged to hospital-based long-term approved swing bed
- 62 Discharged/transferred to a therapeutic rehabilitation facility including rehabilitation distinct part unit of a hospital
- 63 Discharged/transferred to a long term care hospital
- 64 Discharged/transferred to nursing facility certified under Medicaid (Medi-Cal), but not certified for Medicare
- 65 Discharged/transferred to a psychiatric hospital or psychiatric distinct part unit of a hospital
- 00 Other

13. OTHER PROCEDURES

CPT-4 CODE

I.									
m.									
n.									
o.									
p.									
q.									
r.									
s.									
t.									
u.									

15. PAYMENT SOURCE FOR SERVICE

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- 09 Self Pay
- 10 Central Certification
- 11 Other Non-federal programs
- 12 Preferred Provider Organization (PPO)
- 13 Point of Service (POS)
- 14 Exclusive Provider Organization (EPO)
- 15 Indemnity Insurance
- 16 Health Maintenance Organization (HMO) Medicare Risk
- AM Automobile Medical
- BL Blue Cross/Blue Shield
- CH CHAMPUS (TRICARE)
- CI Commercial Insurance Company
- DS Disability
- HM Health Maintenance Organization
- LI Liability
- LM Liability Medical
- MA Medicare Part A
- MB Medicare Part B
- MC Medicaid (Medi-Cal or Medi-Cal Managed Care Plan)
- OF Other federal program
- TV Title V
- VA Veterans Affairs Plan
- WC Workers' Compensation Health Claim
- ZZ Mutually Defined; Unknown
- 00 Other

No.	Field	Beginning Position	Ending Position	Length	Type	Content	Content Form
1	OSHPD FACILITY ID NUMBER	1	6	6	NUMERIC	999999	Left justified
2	ABSTRACT RECORD NUMBER (AKA: Medical Record Number)	7	18	12	TEXT	XXXXXXXXXXXX	Left justified, blank filled
3	PATIENT SOCIAL SECURITY NUMBER (SSN)	19	27	9	NUMERIC	999999999	Left justified
4	ZIP CODE (PATIENT)	28		5	TEXT	99999	Left justified
5	DATE OF BIRTH	33		8	DATE	CCYYMMDD	Left justified
6	SEX	41	41	1	TEXT	M, F, U	Left justified, upper case
7	RACE	42	43		TEXT	R1, R2, R3, R4, R5, R9, 99	Left justified, upper case
8	ETHNICITY	44	45		TEXT	E1, E2, 99	Left justified, upper case
9	SERVICE DATE	46		8	DATE	CCYYMMDD	Left justified
10	DISPOSITION OF PATIENT	54		2	TEXT	X	Left justified, upper case
11	EXPECTED SOURCE OF PAYMENT (ESOP)	56		2	TEXT		Left justified, upper case
12	PRINCIPAL DIAGNOSIS	58	64		TEXT	X9 99 / 99999	Left justified, blank filled, upper case
13	OTHER DIAGNOSES 01-24	65	71		TEXT	X9999 or 99999	Left justified, blank filled, upper case
#13 through #36: Repeat #13 length, type, and content for 24 OTHER DIAGNOSES fields in positions 65 through 267.							
37	PRINCIPAL E-CODE	233	239	7	TEXT	E9999	Left justified, blank filled, upper case
38	OTHER E-CODES 01-04	240	246	7	TEXT	E9999	Left justified, blank filled, upper case
#38 through #41: Repeat #38 length, type, and content for 4 OTHER E-CODES fields in positions 240 through 267.							
42	PRINCIPAL PROCEDURE	268	272	5	TEXT	9999X or 99999	Left justified, upper case
43	OTHER PROCEDURES 01-20	273	277	5	TEXT	9999X or 99999	Left justified, upper case
#43 through #62: Repeat #43 length, type, and content for 20 OTHER PROCEDURES fields in positions 273 through 372.							
63	NATIONAL PROVIDER IDENTIFIER NUMBER	373	382	10	NUMERIC	9999999999	Left justified